

Minutes  
Baraboo District Ambulance Service  
**\*SPECIAL\* Commission Meeting**  
Baraboo Fire & EMS Station  
135 4<sup>th</sup> Street, Baraboo, WI  
Tuesday, September 6, 2022 at 7:30pm

**Commissioners Present:** Ed Geick, Heather Kierzek, Dave Kitkowski, Robin Meier, Randy Puttkamer, Scott Sloan, Tim Stone, Terry Turnquist, Mike Arndt, Karl Berna

**Commissioners Excused:** Joel Petty

**Others Present:** Caleb Johnson, Josh Hecht, Megan Marshall, Dr. Aurora Lybeck, Kevin Stieve

1. **Call to Order:** Commission Vice President Scott Sloan called the meeting to order at 7:00pm, noting compliance with Open Meeting Laws, roll call was taken.
2. **Adoption of Agenda:** Motion by Robin Meier, seconded by Randy Puttkamer to adopt agenda. Voice vote, motion carried unanimously.
3. **Public Comments:** None.

### **Reports**

- **Legal Counsel Report** - None.
- **President's Report** – None.
- **Treasurer/Financial Report** – Financial reports were discussed.
- **Chief's Report** – Chief Johnson let the commission know that BDAS is still awaiting notification of award, if any, for the EMS Flex Grant.

### **Consent Agenda**

Discussion and possible action regarding the following items:

1. **Approve check details and online payments for July 16, 2022 – August 15, 2022 in the amount of \$288,506.67.** - Motion by Robin Meier, seconded by Karl Berna to approve. Voice vote, motion carried unanimously.
2. **No write off of patient accounts, per AMB recommendation.** – No action taken.
3. **Projected 2022 Audit Fees.** – Commission asked Chief Johnson to get a comparable quote and bring back to the September 28, 2022, meeting. No action taken.
4. **Net Equity Determination.** – Commission designated fair market values on district vehicles and equipment. Motion by Mike Arndt, seconded by Terry Turnquist to approve with designations. Voice vote, all ayes sans Robin Meier and Karl Berna abstaining from vote. Motion carried.

### **New Business**

Discussion and possible action regarding the following items:

1. **Voluntary Termination & Contracted Subscriber Agreements** –
  - 1a) Motion by Ed Geick, seconded by Mike Arndt to approve using the total equity amount listed on the districts balance sheet as of July 31<sup>st</sup>, 2022 to calculate the proportionate share of net equity, as it relates to the Voluntary Termination & Contracted Subscriber Agreements. Voice vote, motion carried unanimously.
  - 1b) Motion by Scott Sloan, seconded by Tim Stone to use the relative call percentage and relative population (Option 3) formula to determine proportionate share, as it relates to the Voluntary Termination & Contracted Subscriber Agreements. Voice vote, all ayes sans Mike Arndt nay and Robin Meier abstain. Motion carried.

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- 1c) Motion by Heather Kierzek, seconded by Tim Stone to approve use of a proposed payout in the amount that would otherwise be charged for 2023, or 1-year of service at no charge, to municipalities voluntarily terminating their membership with the district, to be effective as of 12/31/2022. Voice vote, motion carried unanimously.
2. Proposed Joint Fire and EMS District Intergovernmental Agreement & Bylaws – Motion by Ed Geick, seconded by Tim Stone to approve forwarding to Member municipalities with the noted change that “less depreciation” should be “less outstanding debt” and attorney approval. Voice vote, all ayes sans Robin Meier and Karl Berna abstaining from vote. Motion carried.
3. Preliminary 2023 Draft Operating Budget – Motion by Tim Stone, seconded by Randy Puttkamer to approve using the relative call percentage and relative population (Option 3) formula to calculate Municipal Assessments and bring to September 28 commission meeting. Voice vote, motion carried unanimously.
4. Preliminary 2023 Draft Capital Budget - Motion by Tim Stone, seconded by Terry Turnquist to approve using the relative call percentage and relative population (Option 3) formula to calculate Capital Budget Assessments and bring to September 28 commission meeting. Voice vote, motion carried unanimously.

**Commissioner Comments & Future Agenda Items**

- Next Meeting Date: September 28, 2022

**Adjournment** - Motion by Heather Kierzek, seconded by Terry Turnquist to adjourn. Voice vote, motion carried unanimously to adjourn.

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Respectfully submitted, Megan Marshall, Administrative Assistant